

KEY TEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO.

C-238

PAGE
NO.

1

1. Requesting Agency

2. Division or Bureau of Requesting Agency

Howard County

Register of Wills

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1 DAILY CASH BOOKS AND JOURNALS

Quantity: 10 volumes
Size: 12 x 14 x 2 (average)
Dates: 1930 ———
File Arrangement: Chronological
Audited by: State

The Daily Cash Books and Journals are records of daily cash receipts and expenditures giving the date, name of payee or payer, and the amount, with totals carried forward. The totals are transferred from this record to the General Ledger, which is permanently retained (Schedule C).

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

2 GENERAL ACCOUNTING RECORDS

Quantity: 25 cu. ft.
Dates: 1908 ———
File Arrangement: By subject and chronologically therein.
Audited by: State

The General Accounting Records are composed of the following:

Adding machine tapes and work sheets
Bank deposit books and bank statements
Cancelled checks, check books, and check stubs
Copies of monthly, quarterly and annual reports to State Comptroller
Paid bills and invoices
Receipt books and stubs



APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Raymond L. Pickett
Signature

Register of Wills
for Howard County
Title

Oct. 23, 1962
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

December 5, 1962
Date

Merrin S. Baroff
Archivist

12-10-62
Date

Richard H. Haddock Jr.
Secretary

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. C-238
PAGE
NO. 2

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
3	<p>Warrants and vouchers</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.</p> <p>GENERAL FILE</p> <p>Quantity: 3 document files (1840-1927) 1 file drawer</p> <p>Size: Letter size</p> <p>Dates: 1925 ———</p> <p>File Arrangement: By subject; by name of correspondent or estate</p> <p>The General File includes letters and papers of a general nature which are not included with the Estate Papers (Estate Docket). This file is composed of letters of inquiry regarding estates, notices to executors, administrators, guardians and legatees, agreements and adjustments, notices to appear, and appraisement of annual rentals and value of real estate. Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	

APPROVED
HALL OF RECORDS COMMISSION